

WOODROW WILSON REHABILITATION CENTER POLICIES AND PROCEDURES	
Title: TRANSPORTING NON-CENTER PERSONS IN STATE VEHICLES	
Policy Number: 10.12	
Effective Date: 12/91	Page 1 of 1
Lead Department: PHYSICAL PLANT	

OBJECTIVE

To provide safe, insured transportation in state vehicles for non-DRS personnel when it is deemed supportive of the Commonwealth's program goals.

POLICY

State insurance will cover all authorized individuals utilizing state vehicles. The state policy for transporting Non-DRS personnel in WWRC vehicles is as follows:

Non-DRS personnel may participate in Center-sponsored and approved trips on a space available basis only if those persons are either authorized to conduct Center business or acting in a volunteer role deemed necessary to support the purpose of the travel. These additional person/persons will not take up space that would deprive another consumer from participating in the activity and should not impose a hardship on anyone. Notification and approval to transport Non-DRS personnel will be obtained by the Transportation Supervisor from the immediate supervisor of the staff in charge of the trip. Non-DRS personnel would be expected to pay any other associated travel costs except for transportation.

Volunteers approved to assist with the trip must be authorized by the Department Supervisor and Volunteer Services to function as a volunteer, prior to travel departure. Staff members' family and/or friends are not permitted to accompany the DRS employee in a state vehicle unless they have been approved as an authorized volunteer. Private individuals with a business purpose for travel must obtain advance approval from the Division Head.

Any extenuating circumstances should be directed to the employee's supervisor who will then make the Center Deputy Director aware of the situation so that an appropriate decision can be made.